

EDITED TASK LISTING

CLASS: SUPERVISING REGISTERED NURSE III, CF

1.	Maintains professional nursing skills for proper care of patients/inmates through continuing education as required by the Board of Registered Nurses.
2.	Directs the overall nursing services operations for a State correctional facility to ensure adequate care of patient/inmates and at the direction of the Health Care Manager or designee by using policies, procedures, laws, rules, etc.
3.	Supervises nursing staff in the performance of their duties in the organized nursing services for a State correctional facility to be consistent with their health care mission and ensure compliance with various mandates, laws, rules, policies, procedures, etc. utilizing supervisory skills and expertise as necessary.
4.	Guarantees daily critical staffing needs are met in a therapeutic environment where patients/inmates are treated in professional, empathic and tactful manner to ensure the effective delivery of quality nursing care utilizing various resources (e.g. laws, rules, regulations, policies, procedures, etc.) as defined by regulatory agencies or established guidelines.
5.	Ensures current nursing practices are replicated in Departmental policies and procedures to establish a mechanism to ensure the policies and procedures are reviewed and if needed, revised on a scheduled basis, to maintain quality assurance, and to ensure compliance with various laws, rules, regulations, policies, procedures, etc. utilizing various resources (e.g. laws, rules, regulations, policies, procedures, etc.) on an on-going basis.
6.	Oversees the training and development of nursing staff by assessing training needs, coordinating training schedules, to ensure all mandatory training requirements are met and are in compliance with various laws utilizing rules, regulations, policies, etc. per departmental policy.
7.	Establishes a mechanism to assure all nursing staff has a current and active license, and all assigned nursing duties are consistent within the scope of practice as identified by the appropriate level of licensure with the direction of regulatory agencies utilizing the guidelines defined by California Code Regulations Title 22 (Title 22) and the Board of Registered Nurses.
8.	Actively participates in the recruitment of qualified nursing staff by attending job fairs, interacting with community college nursing programs, advertising in professional publications, working closely with institution personnel staff and headquarters recruitment unit to produce a candidate pool to fill current and anticipated vacancies to meet the ongoing Health Care Services needs under the direction of various mandates, laws, etc. utilizing various laws, rules, regulations, policies, procedures, etc.

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9.	Interviews, evaluates and selects candidates to fill identified Supervising Registered Nurse (SRN) I/II, and Senior Medical Technical Assistants classes using SPB guidelines, to ensure continuity and appropriateness of the delivery of health care in accordance with and directed by SPB Rules and Regulations.
10.	Oversees the staff hiring process to fill identified Registered Nurse (RN), and Medical Technical Assistants (MTA) classes to ensure continuity and appropriateness of the delivery of health care in accordance with the Departmental hiring process, State Administration Manual (SAM), SPB Rules and Regulations, etc. and directed by SPB.
11.	Works cooperatively with various disciplines and levels of institutional staff to ensure nursing staff are available to support the health care needs of the institution as directed by the Health Care Manager or designee by using effective interpersonal skills.
12.	Promotes interdisciplinary collaboration to ensure continuity and appropriateness of the delivery of health care in both in-patient and outpatient settings utilizing effective communication and interpersonal techniques as necessary.
13.	Monitors the performance evaluations completed by the Supervising Registered Nurse I/II, and Senior Medical Technical Assistant's staff to ensure competent performance of staff and compliance using various laws, rules, regulations, etc. as directed by the Department and SPB.
14.	Administers a comprehensive and on-going appropriate infection control practice by assuring that universal precautions are adhered to in nursing services and other areas, in accordance with guidelines established by regulatory agencies utilizing, various resources (i.e. Title 22, Center for Disease Control (CDC), etc.)
15.	Encourages a clean and safe working environment to ensure compliance with established safety guidelines and personal safety practices in accordance with regulatory agencies using Title 22, CDC, Departmental policies, regulations, laws, and rules, etc. as necessary.
16.	Prepares various written documents (i.e. correspondence, memorandums, work performance evaluations, etc.) related to nursing services, health care operations, administrative and institutional operations issues to provide analysis and/or information for management and staff as required by established guidelines utilizing (i.e. policy, procedures, and Title 22, etc.) as necessary.
17.	Reviews unit health records and reports prepared by nursing staff for accuracy and to ensure compliance, timeliness and completeness utilizing established guidelines as directed by departmental policy.

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18.	Contributes to the health services' budget by monitoring, tracking and prioritizing expenditures related to nursing services to ensure accordance with program budget policy using Departmental tracking tools (i.e. Personnel Post Assignment System [PPAS], overtime tracking, etc.) as needed.
19.	Assures adequate medical supplies and equipment are available to nursing staff to provide appropriate patient care by collaborating with vendors and institutional procurement staff to secure supplies as needed.
20.	Preserves safety and security of persons, property, working materials/area and the conduct of inmates through personal observation and common safety practices to promote and ensure a safe and secure environment, in accordance with the Director's rules.
21.	Prevents escapes and/or injury by persons committed to the Department of Corrections to themselves or others, or the destruction of property to ensure a safe environment by maintaining personal observation and common safety practices in accordance with the Director's rules.
22.	Conducts nursing staff committee meetings for information sharing, training and to accomplish identified goals and established policies by using interpersonal skills, training manuals, policies, and procedures, etc. as needed.
23.	Appropriately handles stressful situations in the work place, in a professional and tactful manner, with a goal of avoiding further escalation by utilizing effective interpersonal skills and personnel management techniques per departmental policies regarding supervisory responsibilities.
24.	Performs various related work by utilizing the appropriate tools, equipment, aids, or processes, as the work dictates to meet the needs of the overall health care services mission at the discretion of the Health Care Manager or designee.
25.	Responsible for continued staff coverage to maintain accurate coverage of each nursing post utilizing post order procedures (i.e. post orders, post assignment schedules, master assignment roster, daily staffing needs, etc.) as directed by the Departmental Operations Manual (DOM).
26.	Adheres to employee bargaining unit contracts, by meeting with staff and union representatives to discuss and resolve concerns applicable to nursing services by using interpersonal skills, Bargaining Contracts, etc. as dictated by the negotiated agreement.
27.	Monitors nursing services overtime in a manner consistent with fiscal policies and directives utilizing the appropriate processes (i.e. Personnel Post Assignment System [PPAS], overtime tracking, etc.) to remain within current budget parameters as directed by established guidelines/policies.

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28.	Manages nurse contracts/registries to ensure adherence consistent with the scope of services defined by reviewing training, scheduling, verifying paid per contract rate, and hours worked as outlined in the contractual agreement as directed by established guidelines.
29.	Accurately applies departmental standards and directives in order to prepare Budget Concept Statement (BCS)/Budget Change Proposal (BCP) to ensure proper staffing, equipment and to maintain adequate care of patients/inmates using Department of Corrections and Department of Finance (DOF) regulations as directed by established guidelines, laws, rules, etc.
30.	Accountable for the department-wide mandates concerning Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADA), Use of Force, and other personnel practices in the work place to ensure compliance utilizing various manuals (i.e. EEO manual, ADA manual, UOF training, etc.) as defined by regulatory agencies and established guidelines/policies.
31.	Understands the Departments litigation issues as it relates to the care and treatment of patient/inmates, by ensuring compliance with court orders, settlement agreements, court ordered mandates and other administrative directives as it relates to nursing utilizing the policies, procedures, settlements, mandates, etc. as directed.
32.	Meets with supervisory nursing staff, Administrative Medical Staff (Chief Medical Officer (CMO), Health Care Manager, Correctional Health Service Administrator (CHSA)) to assure compliance with nursing policies, improve operational performance and identify areas for improvement using interpersonal and communication skills as necessary.
33.	Inspects nursing units to ensure compliance with standards of nursing practice, using Title 22, California Occupational Safety and Health Administration (Cal-OSHA), etc. as directed.
34.	Complies with fire safety, evacuation, and emergency procedures to ensure the safety of patients/inmates and staff as directed by Title 22, Cal-OSHA, policies, procedures, etc. as required.
35.	Coordinate with In-Service Training (IST) to provide health related training (blood borne pathogens, infection control, etc.) for medical, custody and other staff and to ensure compliance with mandates, laws rules, policies, procedures, etc. (Coleman, etc.) utilizing Cal-OSHA guidelines, policies, and procedures, etc. per departmental instructions.

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36.	Serves on various committees (i.e. Quality Improvement, Infection Control, Pharmacy and Therapeutic, Utilization Management, etc.) to exchange information concerning health care, equipment and supplies and to enhance the delivery of patient care, utilizing interpersonal and communication skills, knowledge, laws, rules, regulations, etc. as directed by Title 22, CMO, and departmental guidelines, etc.